



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STUDENT ASSISTANT
\$8.13 - \$10.83/hour
ENFORCEMENT BRANCH HEADQUARTERS
SACRAMENTO**

The Fraud Division's Headquarters Office is seeking a Student Assistant obtaining a degree in Criminal Justice or Business Administration. Students with undeclared majors may also apply. The incumbent must exercise a high degree of initiative and independence in performing assigned tasks with a cooperative attitude and commitment to teamwork.

RESPONSIBILITIES:

Under the supervision of the Staff Services Manager I or designee, the incumbent provides support for the Human Resources (HR) and Training unit, as well as Fraud Division staff as needed. This position works with the HR and Training units to perform the complex HR/Training related duties within the Division office. The incumbent will review, organize, and catalog multiple documents, reports, and data; assist in the preparation of databases, spreadsheets, reports correspondence, and forms; conduct research and analysis; and assist staff with setting up classes and class materials. This person is responsible for assisting staff with specialized projects and assignments. ***Background check and fingerprinting required. Free parking and close to Light Rail!***

DESIRABLE QUALIFICATIONS:

- Ability to work independently as well as a team member;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned task;
- Knowledge of Microsoft applications including Word, Excel, and Access databases;
- Knowledge of the Internet.

WHO MAY APPLY: Applications will be accepted from current Student Assistants employed by the State of California or applicants currently enrolled in a college or university. Applicants must provide proof enrollment as a student in an appropriate college or university program. Applicants with major course of study Criminal Justice or Business Administration is preferred. Applicants with an undeclared major may also apply.

APPLICATION PROCEDURE: Send a completed standard State of California application and proof of enrollment to Olivia Trejo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Student Assistant, HR/Training, 413-176-4870-HRT" on the State application". Please attach proof of enrollment and college transcripts to the application.** For additional information, please call (916) 492-3310.

FINAL FILING DATE: **July 2, 2007, or Until Filled**

NOTE: Interested individuals must submit an application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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